Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: 05-06, New Nature of Action (NOA) Codes NOA 730, Detail NTE; NOA 731, Ext Detail NTE; NOA 732, Term of Detail NTE; and NOA 817 Student Loan Repayment

Date: March 21, 2005

To: Holders of the Payroll/Personnel Manual

This bulletin announces the addition of the following new Nature of Action (NOA) Codes to the Payroll/Personnel System:

- NOA 730, Detail NTE
- NOA 731, Ext Detail NTE
- NOA 732, Term of Detail NTE
- NOA 817, Student Loan Repayment

NOA 730, Detail NTE; NOA 731, Ext Detail NTE; and NOA 732, Term of Detail NTE. These NOAs are used when documenting an SF-50, Notification of Personnel Action, for employees on an Intergovernmental Personnel Act (IPA) detail. The expiration date for the NOA is displayed on Date Detail Assignment Expires field on the Inquiry/Research Inquiry System (IRIS) Program IR127, Detail Assign/Temporary Promotion; IRIS Program IR 227 Detail/Temp Promotion; and IRIS Program IR527, Detail Assign/Temporary Promotion.

To enter an IPA detail in the Entry, Processing, Inquiry, and Correction System (EPIC):

1. On the EPIC Navigation window, select *Personnel Action*. The Personnel Action menu is expanded.

2. On the Personnel Action menu, select *Position Change*. The Position Change menu is expanded.

3. On the Position Change menu, select *730 Detail NTE*. The Personnel Action entry window is displayed.

OR

On the Position Change menu, select *731 Ext Detail NTE*. The Personnel Action entry window is displayed.

OR

On the Position Change menu, select *732 Term of Detail NTE*. The Personnel Action entry window is displayed.

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4. On the Personnel Action entry window, click **[Position]**, **[Salary]**, or **[Benefits]**, as applicable.

5. Type the expiration date of the detail.

NOA 817, Student Loan Repayment. This NOA is used when a Federal Government agency pays back an employee's student loan. The dollar amount of the repayment is entered on the Recruitment Bonus field on the Bonus pop-up in EPIC. The dollar amount for NOA 817 is displayed on the Recruitment Bonus field on IRIS Program IR123, Personnel Supplements; IRIS Program IR223, Personnel Supplements Transaction; and IRIS Program IR523, PERHIS Personnel Supplements. This NOA is used for agency recordkeeping/documentation purposes only. **NOTE**: **The Special Payments Processing System (SPPS) Web must still be used to enter and process the payment of a student loan.**

To enter a Student Loan Repayment in EPIC:

1. On the EPIC Navigation window, select *Personnel Action*. The Personnel Action menu is expanded.

2. On the Personnel Action menu, select *Bonus Incentive*. The Bonus Incentive menu is expanded.

3. On the Bonus Incentive menu, select *817 Student Loan*. The Personnel Action entry window is displayed.

4. On the Personnel Action entry window, click **[Bonus]**. The Bonus pop-up appears.

5. On the Bonus pop-up, type the dollar amount to be repaid in the Recruitment Bonus field. The amount in this field is the amount to be paid for the calendar year. The maximum annual amount is $10,000 with a total maximum amount of $60,000.

6. Process the payment in SPPS Web.

Front-End Interface System (FESI) Users

NOAs 730, 731, and 732 data will be captured in the Year-To-Date field descriptions. NOA 817 data will be captured in the Recruitment Bonus field description.

Online Publications

The EPIC and FESI procedures, which are available online at the National Finance Center's (NFC) Web site, are being updated to include the information in this bulletin. To view and/or print this procedure, go to NFC's Home Page (*www.nfc.usda.gov*) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click *List by Title/Chapter* then search for the applicable procedure on the list provided.

Inquiries

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about EPIC to Customer Support at **504-255-5230** or via e-mail at *customer.support@usda.gov.*

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